

***NOTE: Red italicized notes or prompts in the text are to be deleted when finalizing a work plan.
A separate work plan and financial plan is required for each program covered by an “umbrella” agreement.***

**FISCAL YEAR _____
WORK PLAN**

To assist in the development of the program work plan/proposal, we have prepared the following outline as a guide. The work plan/proposal should describe, in detail, the activities to be conducted by the parties to the agreement. Involvement by other parties in the program or project, which is incidental to the agreement, should only be discussed as indicated in III.H.

The work plan for a cooperative agreement discusses the roles and responsibilities of the parties to the agreement (those signing) and the interaction between them as well as their resource contributions.

For a grant, the proposal would address exclusively activities conducted by the Grantee as APHIS would not have a role in conducting the project.

Major topics outlined (I, II, III, and IV) should be included in each program work plan/proposal. It is not intended to be all inclusive, but to serve as a reference for items which should be discussed in development of the program narrative.

A lead in paragraph should be included to identify the cooperating parties, the agreement number, and the overall purpose of the initiative as illustrated in the next paragraph.

This Work Plan reflects a cooperative relationship between the (*insert Cooperator’s agency name*) (the Cooperator) and the United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS), Veterinary Services (VS) under Notice of Cooperative Agreement Award No. (*insert agreement control number*). It outlines the mission-related goals, objectives, and anticipated accomplishments as well as the approach for conducting a (*insert description of program, e.g., gypsy moth survey and control program*) and the related roles and responsibilities of the parties [e.g., mutual roles, APHIS role(s), Cooperator role(s)] as negotiated.

I. What relevant need or problem within the cooperator’s mission area requires a solution in carrying out a public purpose of support or stimulation authorized by a law of the United States?

How does the need or problem align with the mission area and strategic goals of APHIS?

This section includes a narrative on how financial assistance will facilitate the cooperator in carrying out a public purpose of support or stimulation authorized by a law of the U.S.

II. What results or benefits will be derived from the cooperative effort?

III. What is the plan of action or approach to the work?

*Describe the activities to be performed under this work plan. The activities must be within the scope of the Notice of Cooperative Agreement Award and consistent with the terms and conditions therein. Provide a description for **each of the functions** (e.g., survey, regulatory, control) for which funding is to be expended. The narrative is to include any information or data that will be shared with APHIS. Roles and responsibilities of the parties within each functional area as well as the resources to be contributed need to be clearly delineated. If specific program protocols, action plans, or uniform rules or other program guidelines must be followed, mention them in this section wherever they apply.*

The following sections will assist in the preparation of a succinct proposal that provides APHIS with the information required to determine the appropriateness of a cooperative agreement. These items are to be included in the work plan as applicable.

- A. By function, what work is to be accomplished? Cite program standards, action plans, or other program guidelines as a standard for conducting the particular functions for this program, as applicable.
- B. What resources are required to perform the work?
 1. What numbers and types of personnel will be needed? Tie these needs back to the activities outlined in III.A.
 - a. Who will hire the personnel, and what mechanism will be used to hire them?
 - b. How will unemployment payments be handled upon terminating assistance?
 2. What equipment will be needed to perform the work? Include major items of equipment with a value of \$5,000 or more. Identify information technology equipment, e.g., computers, and their ancillary components.
 - a. What equipment will be provided by the cooperator?
 - b. What equipment will be provided by APHIS?
 - c. What equipment will be purchased in whole or in part with APHIS funds?
 - d. How will the equipment be used?
 - e. What is the proposed method of disposition of the equipment upon termination of the agreement/project?
 3. What supplies will be needed to perform the work? Identify individual supplies with a cumulative value of \$5,000 or more as a separate item. All information technology supplies (e.g., small items of equipment, connectivity through air cards or high speed internet access, readers to record animal identification, radios for emergency operations) should be specifically identified.
 - a. What supplies will be provided by the Cooperator?
 - b. What supplies will be provided by APHIS?
 - c. What supplies will be purchased in whole or in part with APHIS funds?
 - d. How will the supplies be used?
 - e. What is the proposed method of disposition of the supplies with a cumulative value over \$5,000 upon termination of the agreement/project?

4. What procurements will be made in support of the funded project?
 - a. Who will handle acquisition needs?
 - b. What is the method of procurement (e.g., lease, purchase)?
 - c. Cooperator procurements shall be in accordance with OMB Circulars A-102 or A-110 (Attachment 0), as applicable.
5. What are the travel needs for the project?
 - a. Is there any local travel to daily work sites? Who is the approving official? What are the methods of payment? Indicate rates and total costs in the Financial Plan.
 - b. What extended or overnight travel will be performed (number of trips, their purpose, and approximate dates). Who is the approving official? What is the method of payment? Indicate rates and total cost in the Financial Plan.
6. What is the quantitative projection of accomplishments to be achieved?
 - a. By activity or function, what are the anticipated accomplishments by month, quarter, or other specified intervals?
 - b. What criteria will be used to evaluate the project? What are the anticipated results and successes?
 - c. What methodology will be used to determine if:
 1. Identified needs are met, and
 2. Results and benefits are achieved
7. What type of data will be collected and how will it be maintained? Address timelines for collection and recording of data. How will APHIS be provided access to the data?
8. Are there any other contributing parties who will be working on the project? Who are they and what is the nature of their effort and their contribution?

IV. In what geographic location is the project to take place?

- A. Is the project statewide or in specific counties, townships, and/or national or state parks?
- B. What type of terrain (e.g., cropland, rangeland, woodland) will be involved in the project?
How will the work be impacted by this terrain?
- C. Are there any unusual features which may impact on the project or activity such as rivers, lakes, wildlife sanctuaries, commercial beekeepers, etc.

